

Doc-e-fill Q&A

How do I log into Doc-e-fill?

*Log on to www.ccboe.net, click on **Employment** in the middle of screen, then click on the link to **Doc-e-fill** on the left hand side of the page, then you will click on the green colored **Doc-e-fill** link to get to the login screen. You will then enter your username, password and the last four digits of your social security number to get in.*

Can I retrieve my username and password?

Yes. They can be e-mailed to your CCBOE e-mail address by clicking on "Forgotten your username/password?" on the login screen.

Can Human Resources look up my username and password?

Your username can be retrieved; however, for security purposes, your password has to be re-set by the Human Resources Department if you have forgotten it.

Once you log into doc-e-fill after your password has been re-set, you can change your password to something of your choice by clicking on the "key" icon.

Where do I go to change my address and/or phone number in doc-e-fill?

You click on the "Name-Address Change Form" under HR-Employee Self Serve Forms.

Can I change my name in Doc-e-fill?

No, you must submit a payroll change form to Human Resources along with a copy of your new signed Social Security card showing your new name in order to get your name changed with the system. An e-mail will be sent to you when your name has been changed.

Can I access information such as check stubs, evaluations, W2's, etc.?

Yes. These documents, along with many others can be found by clicking on the icon that looks like a "two drawer file cabinet".

Who do I contact for information regarding payroll (taxes, checks, etc.)?

Gina Sneeringer (706) 541-2723 ext. 5104; Lynett Hitt (706) 541-2723 ext. 5103 or Jennifer Olmstead (706) 541-2723 ext. 5106.

Who do I contact for information regarding benefits (insurance, short-term disability, etc.)?

Sandra Lewis-(706) 541-2723 ext. 5102

Who do I contact for information regarding other doc-e-fill questions such as username/password, other issues?

Emily Griffin-(706) 541-2723 ext. 5133.